

19 March 1965

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[redacted] Acting Chief

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Dear [redacted]

Subject: [redacted] Tax

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In reply to your 10 March speed letter on this subject, you should begin withholding the [redacted] tax the first pay period after receipt of this letter. A check for the tax withheld made payable to the [redacted] will be issued by Finance. The frequency with which the check is issued should be in accordance with procedures already established by other agencies for transmitting the tax to the [redacted] e.g., bi-weekly, semi-annually or annually. If no set procedure has been established, Finance is now of the opinion that issuing the check bi-weekly would be the easiest. Your payroll vouchers will reflect the total amount of tax withheld bi-weekly. Finance could issue a check for the amount of tax withheld and return the check to the bureau along with your pay checks.

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It is requested that the first payroll showing [redacted] tax deductions be forwarded to the attention of [redacted] and you advise us at that time how often the tax check should be issued.

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Sincerely,

[redacted]  
Chief, Administrative Staff, [redacted]

REA:djh

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